

22 May 1957

CONFIDENTIAL

Suggestion No. 2499

Date of Suggestion: 28 August 1956

25X1A

ORR/DG/Cartography Printing & Publs. Asst., GS-7
ORR/DG/Cartography, Geographer GS-11

A. Summary of the Suggestion:

Suggesters proposed that the screens attached to negatives be returned to Reproduction where they can be used over again. (When multi-colored maps and/or black and white maps are reproduced in proof form at the reproduction plants, they require a minimum of three and a maximum of twenty printing plates. In order to hold down the number of colors on the multi-colored maps and to distinguish between the black tones on the black and white maps, a series of screens are attached to the negatives before the printing plates are made.) Thus saving these screens would cut costs.

B. Evaluation of the Concerned Office:

Chief, Cartography Division, Office of Research and Reports on 2 April 1957 stated the following:

"I met with the two suggesters of Suggestion No. 2499 and discussed the rather complex situation in considerable detail. As a result of several meetings further checks were made with a major contributor to the NIS program. It was determined that a possible salvage operation could be initiated whereby negative screens would be returned upon the completion of the projects.

"The logistics of such a proposal appear to be somewhat complex and would have to be worked out on an inter-agency basis.

"It is still believed that the Suggestion deals with a procedural part of the employees' assigned responsibilities. Possibly the employees should be commended for broadening the application of an established procedure."

SA NOTE:

Chief, Cartography Division informed us that it has been arranged with other agencies to bring about the saving of these screens whenever possible.

C. Recommendation of the Executive Secretary:

Approval. Letter of Appreciation for each suggester.

22 May 1957

CIA INTERNAL USE ONLY

Suggestion No. 2634

STATINTL

Date of Suggestion: 30 October 1956

Office of Scientific Intelligence

Secretary GS-4

*How many
forms used
a year.
100,000 a year.*

A. Summary of the Suggestion:

revisions on
Suggester proposed that the Hectograph Master - Form 800a - be prepared with the front and back sheets fastened at the bottom rather than the top for more accessible corrections.

B. Evaluation of the Concerned Office:

Chief, Records Management Staff on 24 April 1957 stated the following:

"Our 5 November 1956 evaluation of this suggestion recommended that it not be adopted on the basis of certain advantages to making corrections after removing the master from the typewriter. The recommendations stated in this evaluation are still valid. However, since evaluating this suggestion we have learned that there is equal preference among Agency typists for correcting masters before removing them from the typewriter.

"Accordingly, we are redesigning Forms 800 and 800a to meet both preferences. Typing guides similar to those now at the bottom of the forms will be printed also at the top. This will permit typists to take full advantage of Forms 800 and 800a whether they insert into the typewriter the top (closed end) or the bottom (open end) of the master.

"The revised masters will not be available until after the end of this fiscal year because of a lack of printing funds. However, I feel that the inevitable use of the suggester's idea justifies granting her an award now of \$15 for intangible benefits of a slight nature."

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SA NOTE:

Suggestion was closed out in December 1956 by Round Robin suggestion disapproval procedure based on 3 November 1956 evaluation of Records Management Staff.

It was reopened on 24 April 1957 by the Records Management Staff.

C. Recommendation of the Executive Secretary:

Approval. Award of \$10-\$25 based on intangible benefits (slight-limited).

OK
\$ 25.00

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